



United States Department of the Interior

BUREAU OF RECLAMATION

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Denver, CO 80225-0007

JUL 29 2016

IN REPLY REFER TO:

84-50000

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VIA ELECTRONIC MAIL ONLY

To: Reclamation Leadership Team

From: Roseann Gonzales
Director, Policy and Administration

Subject: Safety Incentives Program

As a follow up to previous RLT discussions and in response to the recommendations resulting from the team efforts related to the Safety Action Plan, I want to remind everyone of the various recognition options that are available.

While this may not provide the full range of recognition items that was suggested by the teams, the Safety Advisory Board supported moving forward with clarification of the various recognition options that are available to Reclamation leadership. Given that the major recognition items are allocated to various members of the RLT, it seems unnecessary to establish criteria and a consistent award amount/item as it could significantly impact the allocations and unintentionally impact performance recognition. For these reasons, the information on recognition is being provided as a reminder so that local recognition practices can be established.

Potential Items for Recognition:

Special Thanks for Achieving Results (STAR) Awards. There is no limit to the number of STAR awards an employee may receive, but distribution should be administered fairly to ensure consistent and equitable opportunity for employee recognition. STAR awards recognize noteworthy accomplishments that are limited to a one-time occurrence or for exceptional accomplishment over a period of months. Accomplishments may either be within or outside the scope of an employee's normal duties, but not issued in conjunction with an employee's annual performance appraisal. STAR awards may recognize individual or team achievements. There are specific monetary approval thresholds defined within the Departmental Manual Part 370, Chapter 451, [Awards and Recognition Program](#); Reclamation Manual (RM) [Delegations of Authority](#) (see Paragraph 6.1.(1)(a); and local office implementing instructions. Monetary award allocations are assigned annually.

Time off awards. The minimum time-off recognition is one hour and a time-off award shall not exceed 40 hours per event or 80 hours total per year. Employees normally have discretion to

determine when to use time-off awards, subject to supervisory approval. Time-off award allocations are assigned annually.

Non-monetary awards. Employees are limited to one non-monetary award of \$50 cash value annually. Currently, as a result of Executive Order (EO) 13589, Promoting Efficient Spending, and Departmental Non-Monetary Awards Policy, promotional items may not be used for the purpose of employee recognition, including, for example, watches, fruit baskets, balloons, coffee cups, key chains, jackets, caps, T-shirts, clocks or similar items that are not customarily used in an office setting. RM Directives and Standards, [Non-Monetary Awards](#) (ADM 06-01) is consistent with the EO 13589 and the Departmental Non-Monetary Awards Policy.

While I have been informed that it would not be appropriate for the Department to provide a waiver given that it would not align with the EO or Departmental Non-Monetary Awards Policy, we will continue to make the case for reconsideration. Should we be successful in affecting a policy change, we will let you know. In the meantime, we ask that you move forward using the available authorities.

If you have any questions related to awards, please contact Cathy Hulick at 303-445-2674.

cc: 91-00000 (ERogers), 94-00000 (Quarles), 96-00000 (Coleman)
84-27000 (SDemarco, CGallegos), 84-40000 (Bickford), 84-52200 (HMurphy),
86-70000 (Green)
PN-1000 (LSwanson), PN-1400 (Shimatsu), MP-100 (KOsborn), MP-500 (KSchulz),
LC-1000 (Pemberton, Whitlow), LC-5000 (Cronister), UC-100 (LHutchinson),
UC-500 (TFarnham), GP-1000 (TCurrid), GP-1250 (McCannel)